

Beaumont Unified School District

JOB DESCRIPTION

TITLE: Human Resources Coordinator

CLASSIFICATION: Classified Management

REPORTS TO: Director of Human Resources

SALARY SCHEDULE: 270/R30

WORK YEAR: 12 Months

GENERAL DESCRIPTION:

Under the direction of the Director of Human Resources, the Human Resources Coordinator supports the coordination, administration, implementation and supervision of the functions and activities of the Human Resources department.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs a wide variety of specialized, confidential, and responsible administrative work independently;
- Provides technical information, assistance and recommendations to the Director regarding personnel functions and related activities; assists in the development of policies, procedures and programs ensuring compliance with all relevant local, state and federal regulations and employment laws; *E*
- Leads in the delivery of human resources services with specific responsibility for providing information to other human resources staff and District employees regarding policies and regulations; addressing a variety of issues and/or providing guidance and specialized support; *E*
- Establishes and maintains a recruitment process that ensures the District hires quality employees for all positions both classified and certificated; *E*
- Ensures district staffing requirements are fulfilled within established guidelines, policies, contract provisions, rules and regulations; *E*
- Monitors and audits personnel actions prepared by staff for the purpose of ensuring consistency with position control and reporting, confirming appropriate approval levels have been secured; and ensuring data accuracy; coordinates with designated department heads, administration and employees to correct or adjust any related discrepancies.
- Monitors and supervises the employment of substitute teachers;
- Monitors the credentialing process for all certificated staff;
- Coordinates and oversees employee onboarding, orientation and induction programs;
- Maintains and keeps up-to-date employee testing processes;
- Supports the development and maintenance of job descriptions; *E*
- Coordinates and oversees leave management program; *E*
- Assists in establishing and maintaining positive relationships with employees and bargaining unit leadership;
- Manages the interactive accommodation process for personal injury and/or illness and assists with interactive accommodations for Workers' Compensation; *E*
- Plans and organizes work activities for the human resources department; trains, supervises and evaluates the performance of human resources personnel; assures timelines are met; *E*
- May participate in labor negotiations for classified personnel;

- Provides assistance in collective bargaining, labor relations, and disciplinary matters, such as employee investigations and grievances; *E*
 - Oversees the maintenance of personnel records, files and databases of personnel actions;
 - Researches information regarding relevant policies and current practices for the purpose of ensuring compliance with state and federal law, and securing general information for planning and/or responding to requests from a variety of internal and external sources;
 - May present information on a variety of topics; performs studies, conducts surveys, researches and analyzes data, and prepares related recommendations;
 - Arranges for and may conduct trainings and workshops;
 - Develops and prepares a wide variety of reports and written materials (i.e. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to others;
 - Adheres to and implements the certificated and classified bargaining agreements; *E*
 - Performs job assignment safely and for the purpose of protecting people and property; *E*
 - Performs other related duties as assigned.
- E* = Essential Function

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- High school diploma or equivalent to completion of twelfth grade;
- Bachelor's degree from an accredited college or university, preferably in Human Resources with major course work in human resources management, public administration, business administration, or related field is required.

Experience:

- ~~Four (4)~~ Two (2) years of ~~increasingly responsible~~ experience in human resources ~~management~~ including recruitment, labor relations, and credentialing; and
- Two (2) years supervisory experience; or
- Five (5) years of increasingly responsible experience in human resources;
- Experience in California public schools, preferred.

Licenses, Certifications, and Testing:

- Pass pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver License during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- Principles, techniques, procedures and terminology involved in personnel management practices and procedures, human relations and dynamics, and evaluation processes;
- General principles and techniques of labor relations and collective bargaining;
- Principles and practices of administration, supervision and training;
- Compliance with local, state, and federal regulations and employment laws, especially pertaining to employment in public education;
- Standard office equipment and computer applications including Microsoft Office and Google Drive environments, with expertise in Excel, PowerPoint and Adobe;

- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter and report writing.

Ability to:

- Plan and organize human resources operations and activities including recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees;
- Coordinate the distribution, collection, preparation, processing, review and evaluation of a variety of forms, applications and documents in support of personnel functions;
- Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures;
- Coordinate communications, record-keeping functions, personnel and information to meet personnel needs;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | Number of Hours | | | | |
|------------------------------------------------------------------------------------|-----------------|-----|-----|-----|-----|
| | 0-2 | 3-4 | 4-5 | 6-8 | N/A |
| 1. Mobility | | | X | | |
| 2. Use of depth perception and ability to focus | | | | X | |
| 3. Standing, walking | | | X | | |
| 4. Sitting | | | | X | |
| 5. Twisting, stooping, bending over | | X | | | |
| 6. Crawling, climbing | X | | | | |
| 7. Reaching overhead-above the shoulders | | X | | | |
| 8. Crouching, kneeling, and balancing | | X | | | |
| 9. Pushing or pulling | X | | | | |
| 10. Lifting or carrying up to 50 lbs | X | | | | |
| 11. Hearing acuity for conversations or other sounds | | | | X | |
| 12. Use of voice in face to face conversations or during telephone conversations | | | | X | |
| 13. Gross muscle use of arms and legs | | X | | | |
| 14. Handling, grasping, and feeling objects | | | X | | |
| 15. Repetitive use of dominant hand | | | X | | |
| 16. Fine dexterity with both hands | | | | X | |
| 17. Exposure to stairs, ramps or uneven ground | X | | | | |
| 18. Working around equipment and machinery having moving parts and generating heat | | X | | | |
| 19. Contact with toxic substances | X | | | | |
| 20. Exposure to dust, gas, or fumes | | X | | | |
| 21. Work in varied temperatures | | | | X | |
| 22. Operating a motor vehicle | | | | | X |
| 23. Use of a ladder | | | | | X |
| 24. Subject to frequent interruptions | | | | X | |
| 25. Viewing a computer monitor | | | | X | |
| 26. Contact with distraught or abusive individuals | | X | | | |